

ePlan Commercial Permit Submittal Guide

REQUIRED FORMS:

- Commercial Permit Application
- Property Appraiser's printout with legal description
- Power of attorney or Signature Acknowledgment form
- Recorded Notice of Commencement – prior to first inspection and may be emailed to bpcustomerservice@seminolecountyfl.gov

POSSIBLE ADDITIONAL FORMS:

- Historical / Archaeological Form – if breaking ground in any way
- Utility letter – Water and/or sewer, if new construction and other than Seminole County Utilities
- Septic Contingency letter, or Septic permit from Health Department
(Septic permit or contingency letter will be required prior to issuance only if on septic.)

PLANS:

- Signed Seminole County Approved Site Plan – To confirm if Site Plan Review is required please call 407-665-7371.
- Construction Drawings – if they are required to be signed and sealed drawings they will need to be digitally signed and sealed. If your design professional does not use digital signatures then the original signed and sealed hard copies can be brought into the office to be scanned uploaded for an additional fee.
- Seminole County Product Approval Form – as applicable
- Truss engineering – as applicable
- Energy calculations – as applicable
- Geotechnical soil engineering – as applicable

Note: All contractors and sub-contractors that are listed, will need to be current in our license database. This includes certified or registered licenses, [License Administration Form](#) (on our web site), worker's compensation insurance & general liability is required prior to issuance. A minimum deposit of \$25.00 is required. The actual deposit amount is based on permit type and value of work.

This is only a guide and may not be all-inclusive for your particular project.